



July 2015

Hello!

We are excited to begin preparations for the 2015 Imperial County Veterans Day Parade to be held in Holtville, California on Wednesday, November 11, 2015, and we also want to thank the City of Holtville for agreeing to be the Title Sponsor.

Enclosed are two documents for your review and action. Please print legibly on the registration form and return NO LATER than October 17, 2015. You may scan it and attach to an email to Denise Garcia [dgarcia@holtville.ca.gov](mailto:dgarcia@holtville.ca.gov) or myself, Kim Vincent [vincent1252@roadrunner.com](mailto:vincent1252@roadrunner.com) or place in the US Mail to the address on the form. Please note this is NOT a postmarked date if you choose to mail your document. Please also note that the lineup for the parade is NOT based upon when you return your documents, but is based upon the number of entries and type of entries and the safety of both the participants and the spectators of the parade.

We would appreciate if the BANDS would let us know if their school will or will not be in session on that Wednesday, November 11, 2015, or provide a contact number/name whereby we may contact the school to confirm.

If for any reason your group will not be participating, you may send an email or the form with WILL NOT participate circled. If any of your contact information has changes since you first registered, please let us know. We want to be sure to have an email and complete information on file for you, moving forward. Future communications will be sent via email.

If you have any questions, or updates of your information, feel free to address them to this email.

We look forward to working with you towards the success of the 2015 Imperial County Veterans Day Parade – Holtville, California – Wednesday, November 11, 2015!

Nick Wells  
City Manager Holtville

Kim Vincent  
President American Legion Auxiliary Unit 138

**The City of Holtville & The American Legion Bradley Keffer Post 138**

**2015 COUNTY OF IMPERIAL VETERANS DAY PARADE  
REGISTRATION FORM**

*NOTE: 2015 Parade Date: Wednesday, November 11, 2015*

**MAIL OR EMAIL COMPLETED REGISTRATION FORM TO ARRIVE NO LATER THAN OCTOBER 17, 2015**

**(not a postmarked date)**

Denise Garcia  
**121 W. 5th Street, Holtville, CA 92250**  
Phone: 760-356-3013  
Email: [dgarcia@holtville.ca.gov](mailto:dgarcia@holtville.ca.gov)

Kim Vincent  
**250 Countryside Drive, El Centro, CA 92243**  
Phone: 760-336-3058  
Email: [vincent1252@roadrunner.com](mailto:vincent1252@roadrunner.com)

ORGANIZATION'S FULL NAME: \_\_\_\_\_

REPRESENTATIVE'S NAME: \_\_\_\_\_

REPRESENTATIVE'S TITLE: \_\_\_\_\_

REPRESENTATIVE'S MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ Email: \_\_\_\_\_

**OUR ORGANIZATION: (CIRCLE ONE) WILL WILL NOT PARTICIPATE IN THE PARADE**

IF PARTICIPATING, PLEASE ENTER APPROPRIATE INFORMATION BELOW:

\_\_\_\_\_ COLOR GUARD: NUMBER OF PERSONS

\_\_\_\_\_ JROTC: NUMBER OF PERSONS

\_\_\_\_\_ BAND: NUMBER OF PERSONS

\_\_\_\_\_ NUMBER OF PERSONS MARCHING (OTHER THAN ABOVE)

\_\_\_\_\_ NUMBER OF HORSES

PARADE VEHICLES AND FLOATS: NUMBER OF AND DESCRIPTION / LENGTH

NAME AND TITLE OF GROUP LEADERS, IF TO BE RECOGNIZED BY THE NARRATOR:

BRIEFLY - - - (30 SECONDS OR LESS) INDICATE ON BACK SIDE OF THIS FORM THE SIGNIFICANT EVENTS OR ACHIEVEMENTS YOU WOULD LIKE ANNOUNCED BY THE NARRATOR AS YOUR ORGANIZATION PASSES THE REVIEW STAND. PLEASE TYPE OR PRINT LEGIBLY. **BANDS:** PLEASE REMEMBER MUSIC SHOULD BE PATRIOTIC IN NATURE AND ATTIRE SHOULD BE TASTEFUL AND RESPECTFUL OF OUR COUNTRY AND THE VETERANS WE ARE HONORING. SAME GUIDELINES APPLY TO FLAG/DANCE CORPS. THANK YOU.

**2015 Parade Eligibility and Guidelines**  
**(Adopted by the City of Holtville)**

**2015 Parade Date: Wednesday, November 11, 2015**

All Veterans' organizations and organizations which exist for the purpose of honoring veterans who return an entry form by the deadline will be included in the parade.

**Parade entries** may range from Bands, Patriotic Theme Floats and Banners, Marching Units, Drill Teams, Color Guards, Equestrian Units, Re-enactment Units, Military Equipment, to Placarded Vehicles.

If your organization plans to participate, request that the **REGISTRATION FORM** be legibly completed and returned in time to **arrive no later than October 17, 2015** (not a postmark date). Feel free to provide copies of the **REGISTRATION FORM** to other organizations that have expressed interest, but may not have been on the current potential participant listing. We encourage maximum participation. If you have missed the cut-off date for registration forms to be turned in, please do not hesitate to send them and we will do our best to fit your organization in.

**Eligibility**

- All participants must complete a Participation Application and must have received prior written Registration Approval in order to participate on Parade day.
- Primary consideration for Parade participation will be granted to organizations representing Active, Retired and Honorably Discharged members of the United States Armed Forces including Commissioned Officers, Warrant Officers and Enlisted Personnel of the Army, Navy, Marine Corps, Air Force, Coast Guard, and National Guard and Reserves from the State of California.
- Secondary consideration for Parade participation will be offered to non-military organizations, such as:
  - Middle, High School, & College bands, including drill teams, or flag/rifle squads
  - Other musical units such as fife & drum, pipe & drum, and drum & bugle corps
  - Historical/Re-Enactment Groups
  - Town Patriotic Commissions
  - Civic/Community Service/Veteran Support Organizations
  - Seated, elected town, city and state officials (Candidates for office may not participate in the Parade unless they are incumbent or a Veteran as outlined above. No candidate for office may distribute campaign flyers or paraphernalia or display campaign signage while participating in the Parade. More info on this topic is available).
- Entries that are strictly commercial in nature are not permitted in the Parade.
- The Parade Committee reserves the right to limit the number of units marching, including the number of vehicles participating in each unit, in order to comply with time requirements.
- The Imperial County Veterans Day Parade does not discriminate on the basis of age, race, color, religion, gender, national origin, sexual orientation or disability.

**Parade Route:**

- Assembly begins at 8:45 a.m. on Walnut & 5<sup>th</sup> Streets – NO BAND WARMUPS!!
- Participants must commit to walk or ride the entire Parade route, as defined below
- (Veterans may use pre-approved vehicles - See Vehicle Guidelines below).
- The parade steps off at approximately 10:00 am at the intersection of Walnut and 5th Streets. Travels West on Main Street then right (north) on Pine Avenue where it ends. Entries must continue North on Pine until 6<sup>th</sup> Street before dispersing.

**Attire:**

- Veterans are encouraged to wear uniforms and bring their own flags and banners.
- Uniforms are preferred for marching bands and guard. **All forms of attire should reflect respect for Veterans. No bare skin or inappropriate attire to be worn by flag corps or band members.**
- Comfortable shoes are suggested.

**Participant Guidelines:**

- Floats should depict an event relevant to Veterans or a patriotic theme; float designs and audio presentations must be pre-approved by the Parade Committee no later than October 1.

- Participants agree not to litter the Parade route. **Due to safety concerns, entries are prohibited from distributing candy, handbills, or any other items from floats/vehicles. If an entry violates this guideline, the entry will not be invited the following year.**
- Participants agree to follow the outlined Parade route and maintain the pace set by officials. **In the interest of time, individual units are not allowed to stop and perform routines along the route or in front of the bandstand unless given express written permission by the Parade VP or Coordinator. Failure to comply with this request may result in a ban from next year's Parade.**
- Each participating organization is requested to display identifying signage and is responsible for providing and carrying its own signage.
- No smoking, and gum or tobacco chewing, is allowed while participating in the Parade. No alcoholic beverages are permitted in the lineup area or on the Parade route.
- **Equestrian units must be immediately followed by "scoopers"!**
- **Bands** - Patriotic music must be performed by the bands for the duration of the parade and dances by their respective flag/color guard teams should be tasteful and respectful towards our country and the Veterans we are honoring.

Bands are also requested to compress their formations in the marshaling area. There will be ample time to establish proper intervals when moving to the START point. **The Team 1 lead band is the only exception.**

#### **Vehicle Participation Guidelines:**

- All vehicles must be pre-approved by the Parade Planning Committee.
- Veterans organizations that wish to drive non-military vehicles in the parade are limited to no more than 12 vehicles or 25 motorcycles per organization
- All vehicles are required to display their own identifying signage.
- Units must provide their own vehicles for transporting disabled Veterans participating in the Parade. Vehicles transporting disabled Veterans must carry at least 2-4 Veterans and display identifying signage.

#### **Other Items of Note:**

- The Parade is lined up to be as fair as possible to all participants. Your position is in no way a reflection on the importance we place on your organization! We intentionally keep some of the best entries to last! It is extremely important that we end the Parade on a strong, up-beat note.
- Please follow all these guidelines completely. We will need your full cooperation to insure orderly staging and a well-paced parade.
- Please make sure everyone in your group knows the correct time and place for staging, and leaves plenty of time for parking. If your entry includes vehicles or motorcycles, do not bring more vehicles or motorcycles than your registration form indicated you would have. They will not be permitted in the Parade; we just do not have the space.
- You may not park in the staging area unless your vehicle is to be driven in the Parade. When you leave the staging area, you must not leave anything behind in the street. The streets will be reopened to traffic once you leave.
- One person in your group must be designated as the leader. **Your group must be prepared to follow the instructions of the Parade Marshals.** The Parade Marshals will be wearing orange reflective vests. If your group includes children, be sure they understand the need to listen when they hear the whistle.
- Your entry must stay 25-30 feet (3 car lengths) behind the entry in front of you. Please do NOT bunch up or allow a large gap to form in front of you. **Again, you may not stop to perform.** You may not throw anything. Doing so encourages children watching the parade to come onto the parade route, which is extremely dangerous and is prohibited by our insurance.
- If you need to withdraw from the parade for any reason, please notify the Parade Coordinator at 760-336-3058, immediately. For more participation information call or email the Parade Coordinator at vincent1252@roadrunner.com

*Note: Final eligibility and compliance with Guidelines will be determined by the City of Holtville.*